

## **6001 - RECREATION, CULTURE & PARKS DIRECTOR**

### **NATURE OF WORK**

Advanced professional administrative and managerial work, planning and directing a diverse program of recreation services and park maintenance at various geographically dispersed parks and centers.

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

Manages all staff assigned to parks, playgrounds, tennis centers, youth center, pools, and community centers.

Organizes and administers the various sections of the division, their budgets, and their operations, to insure proper and prudent fiscal control and quality of services provided.

Promotes the public use of recreation resources, areas, and facilities, for group and individual play, recreation and relaxation, through a continuing program of public education.

Establishes, reviews, and coordinates procedures to maximize delivery of services within allocated resources.

Attends seminars and conferences to maintain and update abilities and knowledge.

Oversees a broad, diversified program of recreation services and activities to meet community needs, including programs for special populations.

Directs the operation and maintenance of all areas and facilities under control of the department.

Justifies budget proposals; monitors department revenues and expenditures in accordance with approved budget; recommends fees and charges for various services

Oversees records of attendance and usage for recreation activities and facilities; prepares and issues regular and special reports for use by City Manager, Commissioners, Boards, Staff, Community Officials, and others.

Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Extensive knowledge of the principles and practices of public recreation administration.

Extensive knowledge of the maintenance requirements of park and recreation facilities, equipment, and community centers.

Thorough knowledge of the goals and objectives of a comprehensive City recreation program.

Considerable knowledge of the principles of public and business administration.

Considerable knowledge of budget preparation and justification, monitoring, forecasting, and

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methods of fiscal control.

Knowledge of public relations principles and techniques.

Knowledge of public accounting methods and procedures.

Ability to supervise, through subordinates, the work of a large staff of geographically dispersed recreation employees in a manner conducive to full performance and high morale.

Ability to delegate the authority to subordinates sufficient to perform assigned responsibilities in various recreation functions.

Ability to establish and maintain effective working relationships with City officials, other employees, various public and private organizations, and the general public.

Ability to coordinate recreation and maintenance activities at a wide variety of geographically dispersed locations.

Ability to establish, implement, and monitor a variety of recreation activities, to provide adequate services for the public.

Ability to devise and present effective recommendations concerning the development and use of recreation facilities.

Ability to communicate clearly and concisely verbally and in writing, to individuals and to groups.

Ability to interpret principles and programs to staff, other organizations, and the general public, and to be receptive to all constructive suggestions made by them.

Ability to exercise judgment and discretion in interpreting and applying departmental policies, procedures and regulations.

### **MINIMUM REQUIREMENTS**

Bachelor's degree in physical education, parks, recreation administration and extensive, progressively more responsible experience in the management of public recreation activities and facilities. Possession of a valid, appropriate driver's license and an acceptable driving record. Experience may substitute for education on a year-for-year basis.

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling.

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### **SUPERVISION RECEIVED**

General supervision is received from the Assistant City Manager who holds the incumbent responsible for the efficient and effective operation of the division, and delegates authority to the incumbent for the wide latitude of the use of independent judgment. Work is reviewed by evaluation of written reports and materials, and by verbal interaction through meetings.

### **SUPERVISION EXERCISED**

Supervision is exercised overall levels of recreation supervisors, community center and recreation directors, service, maintenance, technical and clerical employees, with assigned responsibilities in various phases of recreation activities.

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